

**CONFIDENTIAL**

Chief, Management Staff

8 February 1957

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Weekly Report - Week Ending 6 February 1957

1. Contributions

- a. Six new and revised forms completed.
- b. Six hundred thirty-eight cubic feet of inactive records were transferred from the Acquisition Branch of the Library to the Records Center. One hundred fifty-eight cubic feet of records from the same office were destroyed on the spot. Of the 638 cubic feet retired to the Center it is significant to note that only 20 cubic feet are permanent. The remainder will be destroyed within three years. We are continuing our disposition work with the Acquisition Branch and expect to retire or destroy at least another one hundred cubic feet.
- c. By applying our Records Disposition Schedule in ONE we were able to assist them in destroying 20 cubic feet of records in the office and transferring two cubic feet to the Records Center.

2. General News

- a. The Records Center handled 6,153 requests for reference service on records stored in the building.
- b. We are reviewing the Records Disposition Schedules for the Medical and Audit Offices to see if additional impetus can be given to retirement or destruction of their records.
- c. Three members of the Staff completed training in programs sponsored in OTR.
- d. I attended several sessions of the Third National Reorganization Conference at the Shoreham Hotel which was sponsored by the Citizens Committee for the adoption of the Hoover Commission. *Reports.*
- e. The Records Center destroyed 90 cubic feet of material during the month of January.

25X1

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